

Chung Hua University

Developed by : Office of Registrar	Format Guidelines for Graduate Thesis (Technical Report or Professional Practice Report)	Doc.# : BA2-2-007
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Amendments were approved at the 6th Academic Affairs Meeting of the 98th academic year.
Amendments were approved at the 6th Academic Affairs Meeting of the 99th academic year.
Amendments were approved at the 2nd Ad Hoc Academic Affairs Meeting of the 99th academic year.
Approved by the President on April 26th, 2011.
Amendments were approved at the 9th Academic Affairs Meeting of the 99th academic year.
Approved by the President on June 21st, 2011.
Amendments were approved at the 5th Academic Affairs Meeting of the 100th academic year.
Approved by the President on December 28th, 2011.
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Amendments were approved at the 1st Academic Affairs Meeting of the 104th academic year.
Approved by the President on September 23rd, 2015.
Amendments were approved at the 1st Academic Affairs Meeting of the 108th academic year.
Amendments were approved at the 2nd Academic Affairs Meeting of the 111th academic year.

I. Purpose:

To provide format guidelines for CHU graduate thesis (Technical report or Professional practice report)

II. Addressed to:

CHU Postgraduate students

III. Authorities concerned:

All CHU Departments and /or Degree Programs

IV. Glossary:

None

V. Content:

Clause I. Order of page title

1. Front Cover
2. Thesis Advisor's Recommendation Form
3. Thesis Acceptance Certificate
4. Abstract in Chinese
5. Abstract in English
6. Preface or Acknowledgements
7. Table of Contents
8. List of Tables
9. List of Figures
10. Contents
11. References
12. Appendixes

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13. Back Cover

Clause II. Format guidelines for CHU graduate thesis (Technical report and Professional practice report)

1. Fonts:

- (1). Chinese text is predominantly in DFKai-SB font, with horizontal typing and typesetting from left to right
 - (2). English text and Arabic numerals are predominantly in Times New Roman font
 - (3). The font size for the main text within the thesis should be 12 points, and the alignment of the thesis content is justified.
 - (4). The font size for the university name and degree type on the thesis cover is 28 points, the thesis title should be 22 points, and the department name, thesis advisor's name, author's student ID, author's name, and submission date should be 20 points.
 - (5). The font size for chapter titles within the main text should be 20 points, section titles 18 points, and other headings follow this progression, maintaining consistency throughout the thesis. The line spacing for the main text is set at 1.5 times the line height.
2. Cover page: The cover page should include the name of the institution, i.e., Chung Hua University, name of the department, degree type, thesis title (in both Chinese and English), thesis advisor's name, and the author's name, along with the submission year and month. See Attachment 1-1 for an example. If a technical or professional practice report is used instead of a master's degree thesis, please specify it with either "Technical Report" or "Professional Practice Report." See Attachment 1-2 for an example.
 3. Spine: The spacing between each item on the spine and the font size should be adjusted to ensure they do not exceed the length of the thesis, while the width should be determined based on the thickness of the thesis. From top to bottom, list the institution name, department, degree type, thesis title, year of graduation, and author's name. See Attachment 2 for an example.
 4. Authorization Form: Master's and doctoral theses should be uploaded to the CHU library. Download the current academic year's "Thesis Authorization Form"

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from the CHU library's website and fill in the thesis author's information. Be sure to include thesis-relevant details such as "Department of Technology Management, Master's Degree Program," "Academic Year 98," "Second Semester," and "Master's (Ph.D.) Degree," with no spaces between characters. The thesis author's signature should be in the designated area.

5. Thesis Advisor's Recommendation Form:

"*** (Department name) *** Master's Program *** (Author's name), thesis entitled *** (Chinese title) *** (English title), was developed under my guidance, and I find that the above thesis meets the standards for examination."

The font size of this form should be 20 points, and the text should be justified. The phrases "Department name," "Author's name," and "Thesis title" must be underlined (without any blank spaces), and there should be no spaces between characters. See Attachment 3 for an example.

6. Thesis acceptance certificate:

"*** (Department name) *** Master's Program *** (Author's name), thesis entitled *** (Chinese title) *** (English title), was approved after deliberation by this committee, and this committee finds that the above thesis meets the standards for obtaining a master's degree.

The font size of this form should be 20 points, and the text should be justified. The phrases "Department name," "Author's name," and "Thesis title" must be underlined (without any blank spaces), and there should be no spaces between characters. If there are multiple committee members, add signature lines as necessary, aligning them with the previous underline. See Attachment 4 for an example.

7. Chinese abstract: The Chinese abstract should be limited to two pages, and three to five Chinese keywords should follow it. See Attachment 5 for an example.

8. English abstract: The English abstract should be limited to two pages, and three to five English keywords should follow it. See Attachment 6 for an example.

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9. Paper for front and back covers: Master's or doctoral thesis should be bound using A4 size, light yellow cloud paper (Color Code: C-503) with adhesive film binding.
10. Paper for thesis content and watermark: Use A4 (210mm * 297mm) in size and 80-pound in weight white paper with CHU watermark.
11. Margins: Leave a top margin of 2.5 cm, a bottom margin of 2.75 cm, a left margin of 3 cm, and a right margin of 2.5 cm on the paper. In the center of the bottom margin, 1.5 cm from the edge, include page numbers with a font size of 10 points.
12. Page Numbers: For pages such as the Chinese and English abstracts, table of contents, list of tables, list of figures, etc., use lowercase Roman numerals (i, ii, iii, etc.) for consecutive page numbering. For the main body of the thesis, from Chapter 1 to appendices, use Arabic numerals (1, 2, 3, etc.) for consecutive page numbering.

Clause III Master's and doctoral theses should be bound, and the binding should be on the left side. The spine should be printed according to the regulations.

Clause IV Thesis Submission Requirements are as follows

1. CHU Library: One original copy (paper cover).
2. Office of Registrar: One original copy (paper cover) will be submitted to the National Central Library for archiving.
3. Department (Degree Program) Office: One duplicate copy (paper cover).
(Additional copies in Chinese or English might be needed per department /degree program or college requests).

Clause V., These format guidelines have been approved by the Academic Affairs meeting and are submitted for the CHU President's final approval before being announced and implemented. Any future revisions will follow the same procedure.

VI. Relevant Documents

None

VII. Form Needed

None

(If discrepancies occur between the English and Chinese version of these format guidelines), the Chinese version shall prevail, and the same applies to the following attachments.)

Attachment1-1 Template for the front cover of theses

中 華 大 學

1. Title in both Chinese and English is required, with the titles centered. °
2. Remove parentheses () °
3. Thesis title on this page should match the one submitted for oral defense, no alternation is allowed °
4. English text and numerals should be typed in Times New Roman font. °

Degree type specification

碩 士 論 文

(Thesis title in Chinese, remove parentheses)

(Thesis title in English, remove parentheses)

1. Department names should be written as follows:
2. Department: Master's Program in Electrical Engineering
3. For in-service master's programs, "Master's Program" should be used consistently.

1. Student ID's English code letter should be uppercased
2. Student ID number should be before the author's name
3. English text and numerals should be typed in Times New

學 系 別： 電機工程學系碩士班
學號姓名： E10801088 陳 中 華
指導教授： 林 國 圖 博 士

The date of thesis submission to and of collection of graduate diploma from the CHU Office of Registrar should be written as follows:

中 華 民 國 109 年 7 月

Attachment1-2 Template for the front cover of Reports

Applicants who submit a technical report or a professional practice report in lieu of a thesis are required to label the cover page with either "Technical Report" or "Professional Practice Report."

中華大學
碩士論文

(技術報告)

(專業實務報告)

1. Title in both Chinese and English is required, with the titles centered.
2. Remove parentheses () .
3. Thesis title on this page should match the one submitted for oral defense, no alternation is allowed .
4. English text and numerals should be typed in Times New Roman font. .

(Thesis title in Chinese, remove parentheses)

(Thesis title in English, remove parentheses)

1. Department names should be written as follows:
2. Department: Master's Program in Electrical Engineering
3. For in-service master's programs, "Master's

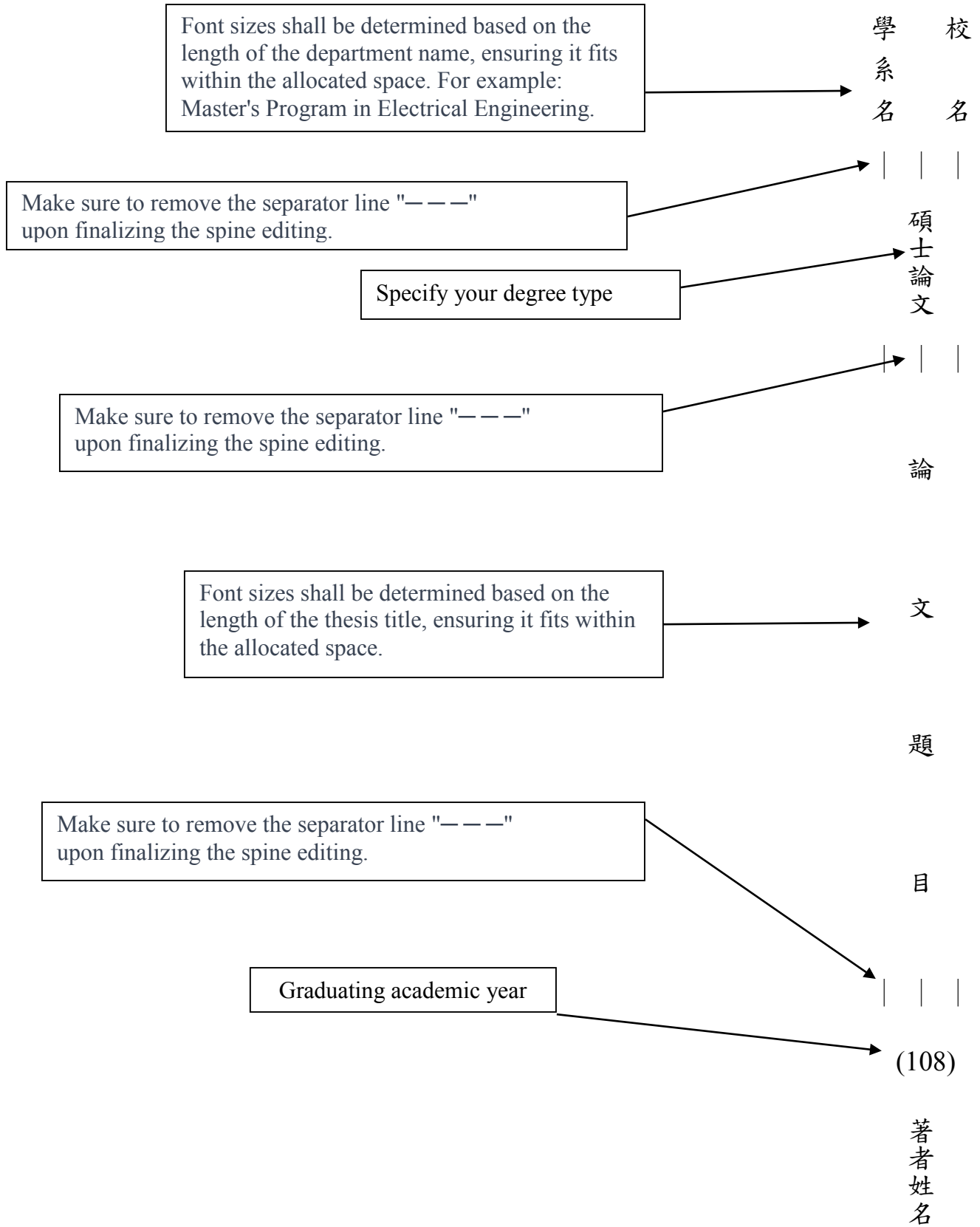
1. Student ID's English code letter should be uppercased
2. Student ID number should be before the author's name.
3. English text and numerals should be typed in Times New Roman font.

學系別：電機工程學系碩士班
學號姓名：E10801088 陳中華
指導教授：林國圖 博士

The date of thesis submission to and of collection of graduate diploma from the CHU Office of Registrar should be written as follows:

中華民國 109 年 7 月

Attachment 2: Template for thesis spine



中華大學碩士班研究生

論文指導教授推薦書

Format rules:

1. Font size: 20pt in DFKai-SB font
2. Boldface not necessary for thesis title.
3. English title not necessary.
4. No spaces between characters

電機工程學系碩士班陳中華君所提之論文研究生畢業論文(技術報告或專業實務報告)格式規則之研究-以新竹某大學為例，係由本人指導撰述，同意提付審查。

Add signature lines as necessary if there is more than one thesis advisor

指導教授 _____ (簽名)

中華民國 109 年 7 月

中華大學碩士班研究生 論文口試委員會審定書

Format rules:

1. Font size: 20pt in DFKai-SB font
2. Boldface not necessary for thesis title.
3. English title not necessary.
4. No spaces between characters

電機工程學系碩士班陳中華君所提之論文研究生畢業論文(技術報告或專業實務報告)格式規則之研究-以新竹某大學為例，經本委員會審議，符合碩士資格標準，且與專業領域相符。

Add signature lines as necessary if there are multiple committee members

論文口試委員會 召集人 _____ (簽名)

委員 _____ (簽名)

_____ (簽名)

Department Head Title Format:

Department: Department Chair

Degree Program: Program Chair

學系主任 _____ (簽名)

中華民國 109 年 7 月 31 日

Attachment 5:
Template of the abstract in
Chinese

摘要 (Abstract)

——(content of abstract)——

關鍵字: (Keywords):

Attachment 6: Template of the
abstract in English

ABSTRACT

Keywords: